



**CITY OF FAIRFAX ECONOMIC DEVELOPMENT AUTHORITY
MEETING AGENDA**

**Wednesday, April 3, 2024, 6:00 p.m.
In Person at Economic Development Offices**

10300 Eaton Place, Small Conference Room, 1st Floor, Fairfax, VA 22030

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| 1. Call to Order | <i>Chair Young</i> |
| 2. Convene Closed Session [VOTE] | <i>Chair Young</i> |
| 3. Reconvene Regular Meeting [VOTE] | <i>Chair Young</i> |
| 4. Adoption of April Meeting Agenda [VOTE] | <i>Commissioners</i> |
| 5. ~~MEC-Fairfax Updates (15 minutes with Q&A)~~ | <i>Center-Director Hill</i> |
| 6. Business Investment Update | <i>Senior Assistant Director Toulouse</i> |
| 1. Real estate update | |
| 2. Major employer mailer | |
| 7. Operations Update | <i>Assistant Director Easley</i> |
| 1. Virginia Association of Government Procurement
Spring Conference | |
| 2. Virginia Contracting Associate Course | |
| 8. Request for Additional Funds contingent on availability for
the Façade Interior Improvement Grant Program [VOTE] | <i>Director Bruno</i> |
| 9. ~~Director Updates~~ | <i>Director Bruno</i> |
| 10. Public Comment (5 Mins) | <i>Public</i> |
| 11. Other Business | <i>Commissioners</i> |
| 12. Adoption of March Meeting Minutes [VOTE] | <i>Commissioners</i> |
| 13. Adjourn | <i>Chair Young</i> |

*****Next Meeting: May 1, 2024*****

6 pm, 10300 Eaton Pl. Fairfax, Virginia 22030

Subject to Change. Please Check fairfaxcityconnected.com for more information.

TO: Economic Development Authority Commissioners
THROUGH: Executive Director, Christopher Bruno 
FROM: Senior Assistant Director, Business Investment, Nicole Toulouse
SUBJECT: Select Business Investment Updates

REAL ESTATE: Pre – Applications:

Exxon/Fuddruckers Site (3575 Chain Bridge Rd & 10464-10480): Engaged with property owner representative to support moving an application forward.

The Highlands at Mantua (9461-9495 Silver King Court): Commercial to townhouse residential transition. FCED is conducting outreach to current tenants to find new homes once displaced.

Gatewood Plaza (10201 Fairfax Blvd): Commercial to apartment residential transition. FCED is conducting outreach to current tenants to find new homes once displaced.

Applications Under Review with Community Development & Planning Department:

Courthouse Plaza- Upper Story Residential/Mixed Use (10300 Willard Way) – Comments from staff have been sent to the owner for review. Awaiting resubmission.

N29 WillowWood Plaza Residential Phase I (10306 Eaton Place), N29 WillowWood Plaza Residential Phase II (10300 Eaton Place) – Upcoming Council vote XX/XX/XXX

TDC Acquisitions, LLC at Davies Property (4131 Chain Bridge Road) – Submission was withdrawn.

The Ox Fairfax Block A (4020 University Drive) – Ongoing conversation with property owner about potential tenants and commercial activation

Tommy's Carwash (9917 Fairfax Blvd) – Engaged with previous tenant to find a new home.

For more information please visit: <https://www.fairfaxva.gov/government/community-development-planning/major-development-projects> maintained by Community Development & Planning.

MAJOR EMPLOYER MAILER:

FCED will be doing an outreach campaign to the City's largest businesses. The largest businesses are quantified as the top 50 lease holders, employers, and revenue generators. This campaign will consist of a letter sent from the Mayor and FCED Director Bruno to each company's decision maker thanking them for having their business here in Fairfax City as well as an invitation to meet with our team.

TO: Economic Development Authority Commissioners

THROUGH: Christopher Bruno, Director/ Executive Director 

FROM: Matthew Easley, Assistant Director for Finance and Operations

SUBJECT: Operations Update – No Action Required

VAGP CONFERENCE: The Virginia Association of Government Procurement (VAGP) is a professional organization dedicated to advancing the government procurement field within Virginia. It is a platform for procurement professionals, government officials, and industry partners to network, collaborate, and share best practices. VAGP offers various educational programs, training sessions, and events to enhance the skills and knowledge of its members in procurement processes, regulations, and ethics. Additionally, the organization advocates for policies and practices that promote transparency, fairness, and efficiency in government procurement. Overall, VAGP plays a vital role in supporting the procurement community and promoting excellence in public purchasing in Virginia.

The Assistant Director attended the Annual Spring Conference, learning best practices from formal education and building relationships. A network of procurement professionals has been solidified where consultation can be easily accessed.

VCA COURSE: During mid-April, the Assistant Director will take the Virginia Contracting Associate (VCA) Certification offered by the Virginia Institute of Procurement (VIP). The VCA certification program is the first tier of the VIP Career path for public procurement professionals. This program starts with four weeks of online course work and a hands-on two consecutive-day classroom experience. The program offers a comprehensive purchasing course for individuals whose jobs consist of 10% or more of purchasing-related activities. The program covers the entire procurement cycle: ethics, resources, methods, evaluating, e-procurement, contract administration, compliance, surplus property, small purchasing card, and many other purchasing guidelines needed for purchasing up to \$100,000.

Date: April 3, 2024

TO: Economic Development Authority Commissioners

THROUGH: Executive Director/CEO, Christopher Bruno 

FROM: Matthew Easley, Assistant Director

SUBJECT: Façade and Interior Improvement Grant (FIIG) – Request for Additional Funding

ISSUE: The Façade and Interior Improvement Grant (FIIG) has allocated \$270,310.13 of the \$300,000 in funding initially provided by the Economic Development Authority. Because of the significant interest and positive impact on the Fairfax City Business Community, staff is requesting approval for additional funding from the Economic Opportunity fund in the amount of \$100,000, contingent on those funds not being required for a pending business investment negotiation.

SUMMARY: Since the launch of the FIIG program in July 2023, a total of \$270,310.13 has been approved for customer-facing improvements to businesses in Fairfax City. The grant funds facilitate over \$750,000 in private investments to enhance these businesses. Grants administered range from \$550 to the maximum reimbursable amount of \$20,000, and these improvements can be observed in both interior and exterior enhancements of businesses throughout the city. Twenty-eight businesses and commercial property owners have submitted applications, with twenty-five projects receiving endorsement and support from the FIIG approval committee. The committee includes Jagdish Pathela from the Board of Architectural Review, Anthony Coleman from the Planning Commissioner, and Tom Ross from the Economic Development Authority. An application needs support from two out of three committee members for approval.

Given the success and impact of FIIG, the Executive Director is now requesting authorization to transfer \$100,000 of additional funding to the program budget. This transfer would only be implemented if those funds are not required for other business investment needs.

RESPONSIBLE STAFF/

POC: Michelle Smith, Contracts Manager
Mathew Easley, Assistant Director

FISCAL IMPACT: Reallocation of \$100,000 from the Economic Opportunity fund to continue administering the FIIG program in the event that those funds are not required for an ongoing business investment negotiation.

RECOMMENDATION: Authorize the Executive Director to reallocate \$100,000 from the Economic Opportunity Fund to the FIIG program contingent on fund availability and budgetary priorities.

ALTERNATIVE

COURSE OF ACTION: Do not authorize the reallocation of funds and conclude the FIIG program for FY 24.

COORDINATION: Christopher Bruno, Director/ CEO; Michelle Smith,